

CB FORM 20-LT (5/00)
COMMONWEALTH OF VIRGINIA
COMPENSATION BOARD
Request to Establish LIDS Technician Position

PART I: REQUEST

I request that a Compensation Board funded position, grade 9, classified as a ____ CT (Corrections Officer, Technician) or ____ LT (LIDS Technician, non-sworn) be established effective _____.

PART II: CERTIFICATION

I certify that both the job description and performance evaluation plan for this position specifically reference LIDS duties and acceptable levels of performance of these duties. I further certify that my office has an employee performance evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans. I agree that this position may be reduced in rank by one salary grade with an associated 4-step reduction in pay for any of the following reasons: if the incumbent of the position fails to attend Compensation Board sponsored LIDS training once every 24 months, if this facility receives less than a satisfactory LIDS audit, if this facility fails to report LIDS data in a timely and accurate manner as required by the Code of Virginia, or for other job related reasons which I deem appropriate. I understand that the Compensation Board may remove this position if required reports are not submitted timely and accurately or if less than satisfactory audit findings are not corrected.

Signature of Sheriff/Superintendent

Printed Name

Locality

Date

PART III: APPROVAL

Approved by the Compensation Board, effective _____.

By: _____
Jennifer J. Anderson, Senior Fiscal Technician/Date

Pat B. McCoy, Senior Fiscal Technician/Date